



EUROPEAN UNION

DELEGATION TO THE REPUBLIC OF KENYA

VACANCY ANNOUNCEMENT

FINANCE AND CONTRACTS OFFICER – POST NO. 514239

LOCAL AGENT GROUP 1

The European Union (EU) is an economic and political union between 27 European States. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organisations.

Abroad, the EU is represented through more than 140 diplomatic missions, also known as EU Delegations, which have a similar function to that of an embassy.

The EU Delegation in Nairobi represents the European Union in Kenya, working in close coordination with the Embassies of the EU Member States. The Delegation ensures bilateral relations with Kenya in the political, economic, trade and other co-operation areas. Additionally, it hosts the Regional Partnerships Unit which manages EU external cooperation programs and investments in Eastern Africa.

➤ **OFFER**

We offer a position as a “Finance and Contracts Officer” within the Regional Partnerships Unit at the EU Delegation to Kenya. Successful candidate will join the Global Gateway team covering education, health, agriculture and food security.

The workplace is Nairobi, for a fixed term contract of two (2) years, with possible extension/renewal, subject to six months’ probation and it is open to Kenya nationals and residents with a valid work permit. We offer a competitive position in a lively and multicultural environment. Full time of 37.5 hours per week (under flexible time regime) and remunerated according to a salary table in shillings (basic minimum 511,049KES), including a supplementary pension scheme and medical insurance, offered to employees and their families under certain conditions.

After recruitment, the chosen candidate will occupy a specific Local Agent job Category 1, for a job description that can evolve according to the needs.

➤ **MAIN OBJECTIVES:**

Under the supervision of the Team Leader, contribute to the effective financial initiation of contracts and related processes, ensuring timely, accurate and compliant implementation in line with EU rules and Headquarters’ instructions. The post focuses on the financial initiation of procurement, grant and contract-related operations, while ensuring the quality and completeness of supporting documents and data encoded in the relevant IT systems. The role supports the Team Leader and advises colleagues on issues within the scope of the financial initiator function.

➤ **MAIN TASKS:**

BUSINESS MANAGEMENT and PLANNING

- Draft financial aspects of contracts, draft documents linked to financial operations. Liaise with other staff members in the section, as needed, and provide advice and comments on draft financing agreements, identification and action fiches as well as on financial and budgetary matters.
- Take part in negotiations of technical and financial aspects of contracts linked to the preparation and implementation of external projects.
- Provide advice on financial and budgetary matters to the staff in the section of the Delegation, with a high degree of autonomy.
- Provide and organise training on contractual and financial matters for Delegation staff and beneficiaries.
- Independently monitor and manage the performance, priorities, and progress of the operations under her/his responsibility, and promptly bring any significant problems, together with proposed solutions, to the Team Leader's attention.
- Ensure proper archiving and filing of documents related to EU external programmes.
- Contribute to the preparation of reports for Delegation and Commission management and in providing support to visiting missions.

BUDGET and FINANCE

- Ensure financial initiation.
- Check financial aspects of contracts, draft documents linked to financial operations (addenda, payment orders, recovery orders, debit notes). Ensure that the adequate financial circuits are in place and followed.
- Advise and comment on draft financing agreements, identification and action fiches.
- Provide advice on sound financial management and application of EU rules.
- Ensure the quality (including accuracy and comprehensiveness) of the data entered into specific informatic tools.
- Identify, assess, and manage risks associated with financial and contractual activities, ensuring timely reporting and mitigation.

PROCUREMENT and CONTRACT MANAGEMENT

- Contribute to the preparation of files for calls for tenders and calls for proposals and ensure the financial initiation of procurement and grant award procedures.
- Ensure that contracts are properly prepared.
- Participate in tender evaluations, and ensure that secretariat functions are provided to the evaluation committees.
- Contribute to the reporting requirements and interface with EU HQ financial services when necessary.
- Responsible for the proper functioning of informatics tools for budgetary and accountancy management and coherence of data between different databases.
- Contribute to the preparation and negotiations of technical and financial aspects of contracts.
- Ensure the financial initiation of new contracts, amendments and closures in line with internal rules and procedures.
- Ensure the accurate encoding and financial initiation of payments, clearings, recovery orders, in line with internal rules and procedures.

AUDIT, CONTROL and INSPECTION

- Ensure an adequate follow-up of recommendations issued by the control bodies and auditors.
- Contribute to the preparation of financial reports and statistics follow-up of Key Performance Indicators (KPIs) and other performance indicators.

- Assist in the drafting of the Annual Audit Plan.
- Follow-up on the correct encoding of the audit results in the adequate systems.
- Follow-up on the implementation of the recommendations made in audit reports and discharge procedure.

➤ **EDUCATION AND EXPERIENCE REQUIRED**

- ☐ Essential: University degree level education of a legal duration of at least three years in one of the following fields: Finance, Accounting, Economics, Business Administration or Law.
- ☐ Essential: At least five (5) years post-graduate relevant working experience in financial management/control, procurement and/or audit-related fields.
 - Advantage: Work experience in financial management/control, procurement and/or audit of projects implemented by an international organisation, financial institution, diplomatic mission or an international NGO dealing with development cooperation projects.
 - Advantage: Work experience with innovative development finance modes of delivery, including blended finance, loan and equity instruments and guarantees.
 - Advantage: Work experience in the management of EU funded projects.
 - Advantage: Experience working with financial management, accounting or enterprise resource planning (ERP) systems used for budgetary, contractual and financial operations.

➤ **LANGUAGE QUALIFICATIONS**

- ☐ English - Proficient user (level C2).

➤ **COMPUTER SKILLS**

- ☐ Office automation tools: Outlook, Power point, Word, and advanced Excel skills.

➤ **KNOWLEDGE**

Procurement and contract management
 Budget and financial management
 Accounting, internal control
 Audits

➤ **PERSONAL SKILLS AND QUALITIES**

- ✓ Proven ability to build and maintain positive working relationships with colleagues, national counterparts, donor agencies and other stakeholders; ability to adapt well in a multi-cultural environment. Team player.
- ✓ Proven analytical capacity, ability to identify needs and constraints, to set priorities and translate them into action; capacity to pursue solution-oriented approach.
- ✓ Personal initiative and ability to work independently, to focus on priorities, to monitor and evaluate progress and to meet tight deadlines.

- ✓ Proven ability to work with multiple IT systems and easily adapt to changes.
- ✓ Good oral and written presentation skills.
- ✓ High level of flexibility to work under pressure and to respond quickly to new demands.
- ✓ High standard of ethics and integrity and the ability to deal with confidential information.
- ✓ High ability to perform duties with speed and accuracy without immediate and constant supervision.
- ✓ Good organisational skills.

To APPLY

The applicant must send

- ☐ A **Curriculum Vitae** using one of the Europass templates, available at:
<https://europa.eu/europass/eportfolio/screen/cv-editor?lang=en>
(Attention: other formats will be reason for **rejection** of the application!).
- ☐ A Motivation **Letter in electronic format**, signed, addressed to the attention of the Head of EU Delegation to the Republic of Kenya. Hand-written motivation letters will not be accepted.
- ☐ **Scanned version of:**
 - ☐ **Degree(s)**,
 - ☐ **Declarations of work**, attesting to the relevant experience.
- ☐ Please mention in the **subject** of your e-mail:
“Finance & Contracts Officer (post no 514239)”

Until 05 October 12h00 EAT

The applicant must send all documents to the following email address;

eeasjobs-226@eeas.europa.eu

No other means of submission of applications are accepted.

OTHER INFORMATION

After a positive documentary analysis, the selection panel will invite only the shortlisted candidates to a written test plus oral interview.

The selected candidate will be proposed to sign a fixed term contract of two (2) years, subject to six months' probation. For the selected person who does not have Kenyan nationality, s/he will be required to prove his/her residence and work permit in Kenya, and the Delegation is not responsible for this request.

The Delegation implements an equal opportunities policy and will implement the necessary measures to avoid any kind of discrimination during the recruitment process. As such, all applicants with special needs (e.g. people with reduced mobility...) are invited to mention them.

Any personal data covered by the application, selection and recruitment process are processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Data shall be processed by the entity responsible for the processing of the data solely for the purposes of the selection and be destroyed when recruitment is done. This does not affect their possible transmission to bodies responsible for monitoring or inspection mission in accordance with EU law.

Caution: *The applicant must verify that he/she **fulfils** all the conditions.*

*The absence of **one** of these conditions or documents is a reason for the rejection of the application.*

The Delegation will contact shortlisted candidates only. No communication will be sent to applicants who are not shortlisted.

*Only the applicants admitted to the written tests will be contacted by letter, eventually transmitted by e-mail, which shall arrive before **15/11/2026**. The absence of contact from our side is a sign of exclusion from the previous step.*

Andreas PESCHKE
Head of Delegation